

Course Syllabus

ENG 101 - English Composition I

The session begins on the 1st day of the enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: Karen Wilson

UIU Faculty Email: wilsonk86@uiu.edu

Office Location: Virtual

Availability: As Needed

Course Description

Semester Credits: 3

Catalog Course Description: Focusing on the study and practice of rhetorical styles such as description, narration, and argumentation, this course builds on students' pre-existing skills in grammar and sentence structure. Emphasis is placed on understanding and applying rhetorical principles to create coherent and persuasive texts. Meets the first requirement in the professional written communication outcome area in The Peacock Professional Experience ("general education").

Prerequisites: ACT (verbal portion) of at least 18 or the completion of ENG 100 or successful performance on challenge examination

Credit Hour Policy: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see UIU's Policy Guidelines for Instructional Time Expectations: [UIU Policies](#).

Writing for Success

This free, open source textbook is available through Brightspace and is the only textbook required for this course.

[Writing for Success](#)

UIU Tutoring and Writing Services

Email: tutorcenter@uiu.edu

Phone: (563) 425-5272

[UIU Tutoring and Writing Services](#)

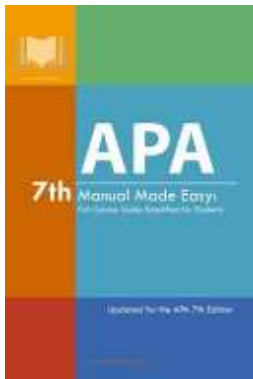
UIU Academic Support Services

Email: academicsuccess@uiu.edu

Phone: (563) 425-5336

[UIU Academic Support Services](#)

Course Recommended Materials & Resources



APA 7th Manual Made Easy

Subtitle: Full Concise Guide Simplified for Students:
updated for the APA 7th Edition

Authors: Appearance Publishers

Publisher: Appearance Publishers

Publication Date: December 23, 2021

ISBN: 978-1716136351

This book is **OPTIONAL**, but it (or a similar handbook) will be a handy reference throughout this course. I highly recommend investing in any reputable APA 7 handbook if you do not already have one, especially if you are required to write APA formatted papers in other classes.

Course Outcomes

- Students will be able to write clear and effective prose in multiple genres and according to specific rhetorical situations
- Students will be able to integrate secondary material as well as personal experience into an expository argument of 800-1000 words
- Students will be able to implement writing strategies to improve the development and clarity of ideas
- Students will be able to evaluate the rhetorical strategies at work within specific texts, highlighting effective persuasive techniques and identifying logical fallacies
- General Education Outcome: Students will be able to communicate effectively in formal written prose.

General Education Assessment

Upper Iowa University is committed to ensuring that all undergraduate students participating in its general education program receive a broad education, while gaining essential professional skills across multiple disciplines. The Peacock Professional Experience provides nine learning outcomes, each of which articulates a specific skill students should gain, and are supported by knowledge provided by the courses students choose to take within the guidelines of the program. The outcome assessed in this course is the last outcome listed under Course Outcomes.

Course Requirements and Grading Criteria

Course Requirements

1. Review the entire course syllabus before beginning the course. Be sure you understand the course procedures and objectives. Procedures do change, so please review ALL forms even if this is not your first course. Your course status may be affected if policies are not followed.

2. Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific timeframe.
3. You must submit units one unit at a time. The feedback you receive from the instructor is critical to your success and is required for revision in subsequent submissions. These comments allow you to improve and modify the next submissions. Your grade is based on showing proficiency. Please note: You must wait for instructor feedback.
4. Assignment covers must be clearly filled out with complete address information. We use this information to return your assignments. Any missing or inaccurate information will result in a delay in the assignment being returned.
5. If the information in your syllabus is not clear or if units are not returned to you within a reasonable period of time (3 weeks), please contact the Self-Paced Program office. We would like the opportunity to address concerns, however, we may not know unless we hear from you.
6. ALWAYS make a copy of your completed units before submitting them for grading.
7. When needed, examination request forms must be filled out completely and received a minimum of two weeks prior to the exam date. A list of appropriate proctors is listed in the Academic Catalog. Make sure your request form is clearly completed and signed by the proctor. Any missing information or use of an unapproved proctor will result in a delay in the test being sent. If you have questions on who qualifies as an approved proctor, please contact the Self-Paced Program office. Teachers, employers, relatives, other UIU students, and close friends cannot serve as proctors. Exams will not be sent to residential locations.

Course Requirement Descriptions and Expectations

The course consists of 6 Units. All course materials will be available, and all work should be turned in for grading. You must not go onto another Unit without completing the prior unit. Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all coursework. You must use

prior feedback for revision. This means you must wait for feedback and use it for the next submission/final draft.

This course is comprised of 6 Units of study. For each unit, there will be a combination of the following: lectures, assignments, a Rough Draft, and/or a Final Draft Assignment of the Rough Draft. Remember to wait for my feedback from the Rough Draft Assignments before submitting your Final Drafts. Some units will have some (or all of these components). Please review this information carefully. For this course, we will be examining in detail the following information: academic writing, narration, descriptive writing, definition in writing, comparison and contrast, and cause and effect.

Student Introduction

The Student Introduction is the first graded assignment in Unit 1 worth 20 points. Since we may never have the opportunity to meet face-to-face, I would like to know a little bit about you. Please provide the following information about yourself (i.e. - your educational aspirations and major, employment, family, and hobbies). Submit this autobiography along with your other assignments in Unit 1.

Assignments

There will be writing assignments that ask students to reflect on the given content. These assignments will range from activities in the textbook to topics/samples you identify and analyze. Assignments are worth 50 points each.

Course Policies

All written work must be typed and double-spaced using a standard 12-point font and one-inch margins. Excellence in writing is a good way to show your professionalism. Assignments submitted should evidence significant investment of time, thought, and effort. Correct grammar, spelling, and punctuation should be demonstrated on all assignments.

Grading Criteria

Activity	Points
Student Introduction	20
Unit 1: Two Assignments	100
Unit 2: Two Assignments	100
Unit 3: Two Assignments	100
Unit 4: Three Assignments	150
Unit 5: Three Assignments	150
Unit 6: Two Assignments, rough draft, final draft	250

Grading Scale

Letter Grade	Percentage
A	93-100%
A- (minus)	90-92%
B+	87-89%
B	83-86%
B- (minus)	80-82%
C+	77-79%
C	73-76%
C- (minus)	70-72%
D+	67-69%
D	63-66%
D- (minus)	60-62%
F	0-59%

Grades and Feedback

All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59pm (CT) one week prior to the course drop date, as well as posted by Sunday at 11:59 pm prior to the final week.

Academic Misconduct Policy:

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive consequences based on the level of academic misconduct.

Cheating includes, but is not limited to:

- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking the words or ideas of another and either copying them or paraphrasing them without proper citation of the source.

- Using charts, graphs, statistics, tables, or images without proper citation.
- Dual-submission or self-plagiarism: This occurs when a student submits the same essay/assignment for credit in more than one course. Even though the words belong to the student it is unethical because it is "double dipping," or trying to receive credit twice for work that was done once.
- The use of Artificial Intelligence (AI) to produce a discussion post, paper, or other assignment and present it as your own is considered plagiarism and will not be tolerated.

Additional Information About Generative AI Usage:

Use of generative AI is not permitted for any of the content of this course. Writing is an opportunity for personal growth, critical thinking, and applying your own knowledge. Your individual effort and creativity are essential in demonstrating your understanding of the course material. Dependence on AI undermines these objectives and compromises the integrity of the learning process. Your commitment to academic honesty and dedication to upholding this course's principles is appreciated and will be demonstrated in part by refraining from using generative AI in your work. The use of generative AI constitutes a violation of academic integrity and may fall under the Academic Misconduct Policy.

Consequences for Academic Misconduct:

Academic Misconduct will be addressed by the course instructor with the student. Depending on the offense, the instructor may take such measures as:

- Assigning a zero on an assignment.
- Asking the student to complete new or additional work.
- Writing the student up with an Academic Misconduct Report.
- Assigning a full letter grade deduction (or more) as a final course grade.
- Assigning a course grade of F.
- A combination of these consequences, or a consequence to be determined by the instructor and Department Head/Dean as appropriate.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

In addition, any student use of text written by a generation system and submitted as one's own will be considered plagiarism (i.e. entering a prompt into an artificial intelligence tool and using the output in a paper or other assignment.)

Extension Policy

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines
AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.

- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit	Topic	Activities	Assessments
Unit 1	Academic Writing Critical Reading	Read Chapters 2-4	Student introduction Written Assignments
Unit 2	Narration	Read Chapter 10.1 and 15.2	Written Assignments
Unit 3	Description	Read Chapters 7, 10.3, and 15.4	Written Assignments
Unit 4	Definition	Read Chapters 10.6 and 15.7	Written Assignments
Unit 5	Compare & Contrast	Read Chapters 10.7 and 15.8	Written Assignments
Unit 6	Cause & Effect	Read Chapters 10.8 and 15.5	Written Assignments Submit Rough Draft - wait for feedback. Submit Final Draft

Schedule is subject to change.

You are strongly encouraged to complete the units and exams in the order they are shown above. Completing units/exams out of sequence could result in a loss of points and a reduced grade. Please see full, detailed description of all assignments on Brightspace.

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Formatting

All papers/assignments must follow the current APA style formatting guidelines.

Please review this link:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and

Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Students who have registered for this course through our partnership are required to follow the withdrawal policy outlined on the partnership website. Please refer to the partnership site for official withdrawal procedures and deadlines.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro-rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work

cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

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Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.